

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 12, 2016**

BOARD MEMBERS IN ATTENDANCE

Dennis Doyle, Anna Eddy, Patty Foley, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Neil Ryan, Ellen Vessella

BOARD MEMBERS ABSENT

Chris Bieszczad, Paul Crosswaith, Lloyd Lirio, Pam Raynock, Diane Stamm

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini

FRIENDS

Mike Kiely

CALL TO ORDER

The meeting was called to order by LeeAnn Manke at 6:05 PM

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel reported the Town Hall Renovation Committee meetings continue and have reviewed two ideas for renovation. The next meeting of this committee is scheduled for Wednesday, September 21st at 7:00 PM.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy had no new correspondence. She did thank everyone for the beautiful flowers that were sent to her.

IV. APPROVAL OF MINUTES

MOTION: Anna Eddy made a motion to accept the minutes of June 13, 2016, Dennis Doyle seconded the motion, and the motion to accept the minutes of June 13, 2016 was approved with a 9-0 vote

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

LeeAnn stated that the Annual Activities Calendar for the month of September includes the Annual Meeting and elections for tonight, and the Hanel Concert scheduled for September 18th. She indicated that ballots will be distributed in a bit for the election of officers and renewal of corporate members.

VI. TREASURER'S REPORT

LeeAnn reported that as of August 31, 2016 there is \$14,994.03 in the Santander account, money market account has \$5,351.69, and figures for the 5K Race are \$12,544.50 with expenses of \$4,333.09. 5K Race Day will be Sunday, May 14, 2017.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that Summer Reading has ended with 1,045 children, 143 teens, and 458 adults participating. In personnel – Nicole Nichols, a part-time reference librarian, will be leaving to take a full time job at the Quinnipiac Law Library. Sara Reardon, a circulation sub, will now be a part-time children's librarian. The Library is holding a new program "Outside The Lines" during the week of September 11-17 wherein staff will go to various business throughout town: Karen and Lisa were at the Kiwanis Flea Market on Sunday, staff will attend Open House at the middle schools and Kidco, the Chamber's 7AM Network on Wednesday at Middlewoods of Newington, VA Home, Southfield, Friendly's, Senior and Disabled Center, Open House at the elementary schools, CT Fastrak, McDonald's, Savers, Cedar Mountain Commons, and the Farmer's Market.

The Town has created a Town Website Committee and Lisa is on it, along with Jaime from the Town Manager's Office, and Roxanne from the Police Department.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that there are now two now iPads available in the adult stacks. The Board of Education now has access to Overdrive in order to download Nutmeg Books onto the students' Chrome Books with Nutmeg Books. Patrons are now able to sign up for programs on-line instead of calling the Library for registration.

IX. FRIENDS OF THE LIBRARY

1. Mike Kiely Report

Mike reported that Footnotes is at the printer and will be sent out later this week. The Fall Book Sale is scheduled for November 18-20. The Friends will hold their reception on October 22nd. Last Saturday a mini-media sale was held raising \$510. The Friends will be at the Waterfall Festival on Saturday, September 17th. The Flower Power sale continues, and the Friends Corner is doing well. The Friends have been able to increase their budget by \$3,000 and have a new line item of \$2,000 for technology.

2. Board Liaison Report

Neil stated he will attend the September meeting coming up on the 14th.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Ellen reported that Kris wrapped up everything prior to her leaving the Board, and the Committee has not met since June.

B. Investment Committee

1. Discussion of 8/25/16 Meeting with Dean Spada, the Committee's Advisor

Neil reported the meeting with Dean went well and the policy statement has been approved. Dean agreed with the suggestion about moving the money around to 80% stocks and 20% fixed income. The recommendation that Dean gave the Board for the 60/40 split and having Vanguard manage the funds was discussed. Neil distributed the second quarterly statements.

C. House Committee

Lloyd was not in attendance. Lisa reported that Dave Langdon, the Town's Facility Director, looked at the front door and may have found a way to alleviate the wind tunnel. Other house items include replacing the two exterior doors in the quiet reference area, furniture repair in the teen area, and scheduling the walk-through.

D. Facility and Site

1. Update on Library Renovation Committee

Maureen reported that a wonderful meeting was held on July 20th with Alan and Leslie Berger who are the consultants that were hired. They spent two days at the Library, took a tour, meet with staff and discussed their needs. They should have a report by the end of the month. In October Maureen, LeeAnn, Lisa, and Karen will take a "road trip" to see the Ridgefield Library.

Maureen also thanked Lisa, Karen, and Lynn for setting up for tonight's Annual Meeting.

E. Fund Development/Legacy Society

Anna stated she had no report, but will be working on blending the two PowerPoint presentations together.

F. Budget

Patty reported that a new year started on July 1st and the first quarter has come and gone.

G. Technology

Paul was not in attendance.

H. Nominating Committee

Maureen reported that the slate of officers are Diane Stamm for President, LeeAnn Manke for Vice-President, Judy Igielski for Secretary, and LeeAnn Manke as Acting Treasurer. Ballots were distributed and asked to be return to Gail Whitney, and the votes will be tabulated and presented at the Annual Meeting.

I. Communications Committee

Patty reported that the committee will meet to schedule letters to the newspapers.

XI. OLD BUSINESS

1. Hanel Concert

The Hanel Concert is scheduled for Sunday, September 18th at 2:00 PM and will be held at the Town Hall Auditorium.

2. Annual Meeting – Honorees Assignments

Anna Eddy will present to the Asar Siblings, and to Doug Fernandez.

Ellen Vessella will present to Natalie Harbeson.

Neil Ryan will present to Diana Young.

Judy Igielski will present to Newington Children's Dentistry.

Iris Larsson will present to Jeannette Francini.

XII. NEW BUSINESS

Patty mentioned that the Friends membership renewals will be sent out at the end of the week.

LeeAnn is in the process of working on the reports to be sent to the accountants for the October filing.

Patty also reported that NCTV and the Library are working together reviewing thousands of videos from over the years to update to digital.

XIII. PUBLIC PARTICIPATION

David Nagel mentioned the two ideas for the Town Hall renovation are renovating the building in its present state, or renovate the building with modifications. Dennis asked if either of these stay within the \$25 Million.

XIV. ADJOURNMENT

MOTION: Patty Foley made a motion to adjourn, Maureen O'Connor Lyons seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 6:44 PM with a 9-0 vote.

The next Board of Trustees meeting is scheduled for Monday, October 17, 2016 at 7:00 PM.